

**INMATE INFORMATION
HANDBOOK**

**FEDERAL CORRECTIONAL
INSTITUTION**

TALLAHASSEE, FLORIDA

REVISED May 2009
A&O SUPERVISOR, M. Henson
UNIT MANAGER
A&O COUNSELOR, M PULIDO
G-UNIT COUNSELOR

Introduction	1
Daily Inmate Life/Security Procedures	1
Intake, Classification, and the Unit Team	6
Contact with Community/Public	11
Clothing Issue/Business Office	22
Educ/PSY/Recreation	26
Medical Services	29
Access to Legal Services	32
Disciplinary Procedures	34
Release	36
Conclusion	41
Inmate Rights and Responsibilities	41
Prohibited Acts/Disciplinary Severity Scale	42
Sexual Abusive Behavior Prevention/Intervention	45

TABLE OF CONTENTS

**INMATE INFORMATION HANDBOOK
FEDERAL CORRECTIONAL INSTITUTION
TALLAHASSEE, FLORIDA**

INTRODUCTION

The purpose of this handbook is to provide incoming inmates and others interested in FCI, Tallahassee with general information regarding its programs, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the institution or all procedures in effect. That information will be made available during the institution's Admission and Orientation program. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

ORIENTATION

Upon commitment, and for the first week or two, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities. While in A&O, they learn about the programs, services, policies, and procedures of the institution. Also, they will hear lectures from the staff regarding their programs and departments. Inmates are given a case management and medical screening at the time of arrival and will also be screened by the Mental Health Staff. At the end of the A&O Program, they will be assigned to a job and a Unit Team.

SECURITY PROCEDURES/INMATE DAILY LIFE

As of March 1, 2006 FCI/PDC Tallahassee is a non-smoking facility. Any inmate caught possessing or smoking any tobacco products will be subject to disciplinary actions

COUNTS

One of the first realities of institutional life is being counted. It is necessary for the staff to count inmates on a regular basis. During the 4:00 pm, 10:00 am weekend/holidays and any emergency counts inmates are expected to stand quietly by their beds until the count is announced as clear. During the 10:00pm, 12:00 Midnight, 3:00 A.M. and 5:00 A.M. counts, inmates are expected to be in their bed.

The staff will take disciplinary action if an inmate is not in their assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

WAKE-UP

Lights are turned on at 6:00 A.M. in the living quarters and the unit is released for breakfast by 6:30am and 7:00am on weekends. The Unit Officer will announce breakfast when the unit is released. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the **inmate's responsibility** to leave the unit for work. Late sleepers who are unable to maintain room sanitation or arrive late for work are subject to disciplinary action.

LOCKDOWN

The locking of all housing units normally occurs at the 8:40 P.M (yard Recall). To prepare for the 10:00pm count. The institution may be locked down for security reasons and/or inclement weather at any time.

INMATE IDENTIFICATION CARD:

All inmates confined at FCI, Tallahassee will be issued an identification card containing the inmate's picture and register number. The identification card is required to be on the inmate's person at all times once they exit their living quarters. This card is used for identification purposes and inmates should be aware that drastically changing their appearance could result in the need for a new ID card. Inmates who require a new ID card due to change in appearance and loss of the card will be required to pay for a replacement card in the amount of \$5.00. Reissuance of cards due to normal wear and tear will not incur the fee.

CALL-OUTS

Call-outs are a scheduling system for appointments which include hospital, dental, educational, team meetings and other activities. Call-outs are posted each day on the unit bulletin boards after 4:00 P.M., on the day preceding the appointment. **It is the inmate's responsibility to check for appointments on a daily basis.** All scheduled appointments are to be kept. If an inmate is in need of routine medical attention, they ordinarily will have to go to the Hospital that morning between the hours of 6:30 A.M. and 7:00 A.M. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

CONTROLLED MOVEMENT

Movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. Controlled movements will begin generally on the hour. The beginning and end of each move will be announced over the loudspeaker. During the ten minute period of controlled movement, inmates may move from one area of the institution to another. The first controlled movement will begin at 7:30 a.m. and end at 8:40pm. Below is the schedule for all control time movement.

7:30am to 7:40am (Work Call)
8:00am to 8:10am Move
9:00 to 9:10am Move
10:00am to 10:10am Move
10:30 to 10:40am Move/mainline
12:00am to 12:10am Move/Work Call
1:00pm to 1:10pm Move
2:00pm to 2:10pm Move
3:00pm to 3:10pm Move/Pill line
3:30pm to 3:40pm Yard Recall
4:00pm Count
4:45pm Mainline
6:00pm to 6:10am Move
7:00pm to 7:10pm Move/Pill Line
8:00pm to 8:10pm Move
8:30pm to 8:40pm Yard Recall
10:00 Count

Weekends and holidays are the same as regular day but with exception of 9:30am to 9:40am yard recall for a 10:00am count.

CONTRABAND

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase any item from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

SHAKEDOWNS

Any staff member may search an inmate's room for contraband or stolen property. It is not necessary for the inmate to be present when their room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

INMATE DRESS:

NORMAL BUSINESS HOURS: During normal business hours (6:30 a.m. to 4:00 p.m. weekdays), all inmates must be fully clothed in institution issued clothing as outer wear (referred to as work uniform). Altered institutional/personal clothing is considered contraband and will be confiscated.

Institution issue clothing is defined as:

- Long pants/trousers (khaki). Pants will not be pegged, cuffed, or placed in socks or boots.
- Khaki shirt, sweatshirt, or institution issued "T" shirt (no pockets and no hoods).
- Coat/Rain Gear (Institution issue) or Gray Sweatshirt.
- Headwear - White ball caps are part of the work uniform. These items are to be worn on the work details and removed when entering the dining hall. Grey knit stocking caps which are sold in the commissary may be worn as a part of the work uniform during colder weather. Do-rags are sold in the commissary and are approved to be worn in the housing units.

•Approved religious headwear is identified in the Institution Supplement for Religious Beliefs and Practices. Specifically, religious headwear for females who have identified themselves as Jewish, Moorish Science Temple of America, Nation of Islam, Rastafarian, or Orthodox Christian are authorized scarfs which are only black or off-white in color and to be worn in accordance with the prescribed faith group.

•Muslim inmates are authorized hijabs in black or off-white only.

•Native American are authorized headbands which are multicolored and only worn in a circle covering the forehead but not the crown of the head.

•Imates are authorized three items of religious headwear.

•All of these items are sold through the Commissary from the approved sources. Inmates of the above faith groups are to request a permission slip through Religious Services for purchase of these religious items. Additionally, procedures are established for indigent inmates.

•Any headwear other than identified above is contraband.

•Shirts will be buttoned with only the collar/top button permitted open. T-shirts must be tucked inside the trousers. Cut or altered shirts are prohibited. White T-shirts may be worn as inner wear **ONLY**. They should never be worn as outer wear at any time. If used as outer wear, an incident report may be written.

The only items inmates are permitted to take to their work assignments are a clear coffee cup, snacks (for one day consumption) prescribed medication, jacket or rain coat, prescription glasses/sunglasses, sun screen, chapstick, sanitary items, bible/religious books. Inmates participating in educational classes will be allowed to carry their assigned books to and from schedule classes. Inmate who are not in work or educational duty status (day off, convalescence, idle, vacation etc..) will be allowed to carry recreational items

(weight gloves, water jugs, drinking cups, towels, radios, etc...) Inmates will be allowed to carry crochet items (yarn, crochet needles, crochet patterns) to the recreation yard only if they are not scheduled for a work assignment. Additionally inmates should not take personal items to health services when reporting for scheduled routine appointments. All other items, including magazines, books (non-education), makeup, nail polish, hobby-craft items, are not permitted at work sites or call outs. The authorized items are permitted to be carried only in the gray mesh bag sold in the Commissary or a mesh bag sold in the Commissary from another institution.

Inmates in "off-duty" status during normal business hours may wear personal athletic clothing in the dormitory and to the recreation areas, but may not enter any other areas of the institution wearing these items.

NON-BUSINESS HOURS: Non-business hours are defined as those hours from 4:00 p.m. to 6:30 a.m. on weekdays and all hours of holidays and weekends. Inmates may wear approved items of personal clothing during these hours. White t-shirts and sleeveless shirts (tank tops) are only to be worn as under garments and never as outerwear. The type of shoe is also optional except that safety-toe shoes must be worn in the weight lifting areas of the Recreation yard.

DRUG SURVEILLANCE

The Bureau of Prisons operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to disciplinary action.

ALCOHOL DETECTION

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

FIRE PREVENTION AND CONTROL

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are conducted by qualified professionals.

SANITATION

It is the inmate's responsibility to check her living area immediately after being assigned, and to report all damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making their bed in accordance with regulations before work call (including weekends and holidays when leaving the area). Each inmate is also responsible for sweeping and mopping their personal living area, to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available at Clothing Issue. Inmates may purchase name brand items through the commissary. Linen and other laundry exchange procedures vary and are posted in each Unit. Linens will be exchanged Tuesday, Wednesday and Friday from 6:30am to 7:30am.

QUARTERS RULES

Specific Housing Unit Rules and Regulations are posted in each housing unit. Inmates are responsible for reading and adhering to them.

In order to minimize maintenance costs, permit uniform inspection and search procedures, and maintain orderly congregate living, reasonable regulations are imposed on inmate conduct and furnishings in housing units. Unit Officers inspect living areas daily.

Pictures cannot be posted on walls and can only be placed on the bulletin boards provided for this purpose. Nude pictures may not be posted in public view.

All beds are to be made daily in the prescribed manner by 730am Monday thru Friday. If a cell or room is not acceptable, corrective action, including incident reports, can be expected.

Orderlies work 37 hour weeks and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 am each day.

Beds will be made each weekday by 7:30 am. On weekends, beds will be made whenever inmates are out of the bed. At no time will a mattress be removed from a bunk and placed on the floor or moved to different beds.

Showers are available every day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Visitation is not allowed in the units by inmates from another unit. A&O inmates housed in G-Unit are assigned to A, B, C, D units. They may enter their assigned unit to visit their Unit Team, with approval by the unit officer or unit team.

Removal of food from the dining room is not permitted. The only exception is for diabetic snacks.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit. This does not include personal tennis shoes or loafers. Footwear is to be worn in the dining room area.

Unit televisions may be viewed during established hours. Television schedules are posted and changing programs is prohibited without approval from unit staff.

Inmates may play cards and approved quiet games during inclement weather (50 degrees or less) and with approval of the housing unit officer, providing appropriate noise levels are maintained.

Personal radios may be played only with the headset on and at a moderate level of volume.

PERSONAL PROPERTY

Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. These limits are defined in the Institution Supplement on Inmate Personal Property.

INMATE LOCKERS

Storage space consists of an individual locker. Locks may be purchased in the institution commissary. Locks may not be tampered with in any way.

LEGAL MATERIALS

Inmates are allowed to maintain legal materials and supplies in their personal locker. Requests for a legal locker are to be made through the Education Supervisor.

FOOD STORAGE

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Only clear cups/jugs purchased in commissary will be authorized.

HOBBYCRAFT MATERIALS

Hobby shop raw materials in the units are limited to those which can be stored in the inmate's locker, provided they do not pose a safety, sanitation, or security hazard. Materials are also limited to enough for completion of one current project. Additional storage space may be obtained through the Recreation Supervisor within the Hobby Shop. Disposal of completed hobbycraft work must be arranged immediately after completion. Making of adult clothing is strictly prohibited. Baby clothing is authorized to be made and must be sent out of the institution upon completion. (1) hobby craft item 12" x 12" may be placed on the inmate bed.

JEWELRY

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

GENERAL FUNCTIONS OF UNIT STAFF

CLASSIFICATION TEAMS (UNIT TEAMS)

A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each inmate is assigned a Unit Team directly responsible for their case. Unit Staff Offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes the Unit Manager, Case Manager(s), Unit Counselor(s) and a Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team and be considered as unit staff. Generally the resolution of issues or matters of interest at the institution are most appropriately initiated with the unit team. Unit team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 A.M. to 9:00 P.M. and during the day on weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

UNIT MANAGER

The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee.

CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

UNIT COUNSELOR

The Unit Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays

a leading role in all segments of unit programs and is a voting member of the Unit Team. The Unit Counselor will assign inmates to working assignments, visit inmate work assignments regularly, and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety and sanitation of the unit. The Unit Counselor is a frequent member of the Unit Discipline Committee.

UNIT SECRETARY

The Unit Secretary performs clerical and administrative duties, as well as notarizing documents when applicable.

UNIT OFFICER

The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in the unit and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

COMMUNICATIONS

The unit bulletin boards contain written communication of interest to inmates. Unit Managers also utilize Town Hall meetings to foster improved communications. A institutional bulletin board is located in front of food service for updated memo's and institutional rules and regulations.

PROGRAM REVIEWS

Program reviews will be held every 90 to 180 days depending on the amount of time remaining to serve. Those with more than one year remaining to serve will be reviewed every 180 days while those with less than one year remaining to serve will be reviewed every 90 days. These are conducted by the Unit Team for the purpose of reviewing program participation, work assignments and evaluations, transfer consideration, custody classification, and institutional adjustment.

TOWN HALL MEETINGS

Town hall meetings are held periodically in each unit. These meetings are held to make announcements and to discuss changes in policy and procedures. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems may be presented to unit staff members during the regular working hours which are posted in each unit.

TEAM PARTICIPATION IN PAROLE HEARINGS

The Case Manager prepares Progress Reports and compiles other information in the Inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at the Parole hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

INMATE SAVINGS ACCOUNT

Inmates are encouraged to participate in some continuous savings program and regularly set aside a portion of their funds for this purpose. The savings may be in the form of market accounts or US Savings Bonds. Savings accounts may be opened and deposit funds into a recognized savings institution. Any passbooks, certificates received from this account shall be maintained in the inmate central file. Inmates shall not be permitted to withdraw passbooks, certificates, checkbooks etc. from his /her central file for the purpose of drawing personal checks to other individuals or organizations. When approved, an inmate may withdraw savings to be deposited to the inmates institutional deposit fund.

The unit management team shall assist the inmate in the purchase of saving bond which, subject to approval, may be the name of 1) the purchaser, 2)a dependent, 3) a beneficiary, or 4) the inmate and a dependent as co-owner.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

JOB ASSIGNMENTS

All inmates are expected to maintain a regular job assignment. Ordinarily the first work assignment will be to the Food Service Department for 90 days. Job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet.

UNICOR employs and trains inmates through the operation of the Call Center. An inmate Request Form (Cop-Out) must be submitted to the Call Center Factory Manager for possible employment in the Call Center. A keyboarding assessment is required for all applicants. Inmates with computer crimes will not be considered for employment.

INMATE REQUESTS TO STAFF

The Bureau form BP-Admin-70, commonly called a "Cop-Out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living quarters from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "Cop-Outs". When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a BP-8 1/2 Form. Inmates may obtain this form from their Unit Counselor. On the BP-8 1/2 Form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the BP-8 1/2 is completed, the inmate is to give the unit counselor a reasonable period of time to obtain information and attempt resolution with the inmate. It is the inmate's responsible to seek out the counselor for the resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form. The inmate will return the completed BP-9 to the Counselor, who will deliver it to the appropriate office. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, they may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, they may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses. The National Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional (30) days if the inmate is notified.

All complaints should be written simply in stating the facts, grounds for relief and relief requested.

SENSITIVE COMPLAINTS

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be rejected. The inmate may then pursue that matter by filing a BP-9 at the institution.

ESCORTED TRIPS

Beside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away, depending on the inmates custody classification. If approved, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

FURLOUGHS

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right, and are only granted when clearly not a concern to the public, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence or extensive drug involvement will not be granted social furloughs.

The Bureau has a furlough program for inmates who have Community Custody and have two (2) years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- Visits to dying members of the immediate family.
- Attendance at funeral of immediate family member.
- Obtaining medical services not otherwise available.
- Contacting prospective employers.
- Establishing or re-establishing family or community ties.
- Transferring directly to another institution.
- Participating in selected educational, social, civic, religious and recreational activities which will facilitate release transition.
- Any other significant reason consistent with the public interest.

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and community corrections center (halfway house) placements will be considered. The Warden will review each request for furloughs and will make a decision based on merits of each individual request.

CENTRAL INMATE MONITORING SYSTEM

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in transfers or community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow the institution to obtain necessary clearances from the appropriate areas.

CONTACT WITH THE COMMUNITY AND PUBLIC

CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail and mail for pre-trial inmates, may be sealed in accord with the Bureau's open correspondence privileges. The outgoing envelope must have the inmate's name, register number, and return address in the upper left hand corner.

Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond. There is no mail service on weekends and holidays.

The inmate mail room is located between G-Unit and B-Unit inside the gate and is open Tuesday and Thursday from 11:00am to 12:00pm.

INCOMING CORRESPONDENCE

First class mail is distributed Monday through Friday (except holidays) by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Case Manager or Counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's register number and unit on the envelope to aid the prompt delivery of mail. All inmate packages received at the institution must have prior authorization.

INCOMING PUBLICATIONS

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. All publications must come from the publisher or book club. Accumulation of publications will be limited to 5 magazines (not to be more than 3 months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room, because of sanitation, and fire safety reasons.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.
- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

SPECIAL MAIL

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media. Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney's General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Unit Counselor or Case Manager. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

CORRESPONDENCE BETWEEN CONFINED INMATES

Upon approval, an inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

An Inmate Request form must be submitted to the Unit Team for consideration for correspondence. Upon approval, the memo will be maintained in the mail room for verification. When transferring from another federal institution and prior approval has been completed, the inmate need not request approval again. It would be necessary that the mail room of the inmate who transferred be given a copy of the previous approval.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

NOTIFICATION OF REJECTION

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

MAILING OF INMATE PROPERTY

Inmates who are releasing from the institution may have personal items mailed into the institution. A Package Authorization Form must be requested through the Unit Counselor and must be approved by the Unit Manager who will sign and distribute the appropriate form.

CHANGE OF ADDRESS/FORWARDING OF MAIL

The Records Office will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. A Bureau change of address form will also be completed by the inmate upon his departure, and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for purposes of forwarding all general mail (opposed to Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

CERTIFIED/REGISTERED MAIL

Inmates desiring to use certified, registered, or insured mail may do so. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

TELEPHONES/INMATE TELEPHONE SYSTEM (ITS)

Telephones are located in all housing units for inmate use. Debit calls and collect calls can be made from these phones. It should be noted that any attempts to circumvent monitoring (i.e. relaying messages to a 3rd party, talking in code, or using another PAC number or telephone account is strictly prohibited and subject to disciplinary action. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Generally, phone calls for inmates in Administrative Detention and Disciplinary Segregation will be placed by the Special Housing Unit Officer.

Institutional phones may not be used without permission of a staff member.

VISITING

Visiting Schedule: FCI visiting is Friday, through Monday, 8:30 a.m. to 3:00 p.m. FDC visiting is scheduled from 8:30 a.m. to 3:00 p.m., Thursday through Monday with odd or even weekend privileges for inmates based on the fifth digit of the inmate's register number. The odd/even procedure is necessary at the FDC due to space limitations. No visitors will be processed after 2:30 p.m. Any changes in visiting procedures for major holidays such as Christmas and Thanksgiving, will be addressed by memorandum from the Warden or their designee. **Visitors nor their vehicles are allowed on institution property more than 15 minutes before the start of the visit processing time 8:30 am, Eastern Standard Time.**

Facility Location/ Directions: FCI and FDC Tallahassee are located at 501 Capital Circle, Northeast, Tallahassee, Florida, 32301. The facilities are located on Capital Circle Northeast midway between Apalachee Parkway and Mahan Drive and is visible from Capital Circle. The entrance to the facility is located on Conner Boulevard. **Once on institution grounds, visitors should make a left turn and proceed to the parking area which is 1/4 mile ahead on the right for the FCI (female inmates) and ½ mile straight ahead for the FDC (male inmates).** The City of Tallahassee operates a bus line which has stops within walking distance of the institution and at the local Greyhound terminal.

Visitor Guidelines: Written guidelines for inmate visitors are available to the inmates during Admission and Orientation, with additional copies available from their Unit Team. It is the inmate's responsibility to ensure their visitor's are aware of the institution's visiting regulations. All visitors approved to visit must complete a Notification To Visitor Form, BP-224, prior to being processed into the institution.

Number of Visitors: **Inmates at the FCI will be allowed four adults visitors at a time and a maximum of eight children . Inmates at the FDC will be allowed four people (adults & children combined) at a time.** The FCI visiting room has space for a maximum occupancy **150 persons** and the FDC has space for a maximum occupancy **43 persons**. The Operations Lieutenant or Duty Officer has the discretion to amend this provision based on Visiting Room seating capacity.

Entrance Procedures/ Identification: **There is no set limit on how many days approved visitors may visit inmates, except an inmate's approved visitor may only visit once each visiting day. If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Any exceptions must be approved by the Operations Lieutenant or the Institution Duty Officer.** Visitors will not be permitted entry without proper identification. Proper identification is defined as a valid state or government issued photo identification card such as state issued driver's license, passport, or other state or federal photo identification. A picture may be taken of any visitor whose official identification picture does not depict accurately an appropriate representation of him or her. This picture may not be used in place of the valid state or federal government issued identification card or passport.

Visiting Restrictions: Visiting may be curtailed or terminated because of an emergency, inappropriate conduct by an inmate or his/her visitor(s), or when the visiting areas become overcrowded. Curtailling or termination of visits will be done with prior notification to the Lieutenant and Duty Officer. During such conditions, a two hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within 200 mile radius of FCI/FDC Tallahassee. **If overcrowding conditions continue, those who have visits most frequently will be terminated first and then those who have been visiting for the longest period of time for that day will be terminated or curtailed next.**

Approved Visitors: Visits are permitted for those on the inmate's approved visiting list as authorized by the Unit Team. Visitors are placed on the approved visiting list after suitable investigation from the usual sources, i.e., **Pre-sentence Investigation Report**, U.S. Probation Officer and local law enforcement agencies. A request will be sent to all law enforcement agencies identified by the NCIC check or by the visitor's own admission. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. **The inmate visitors will mail the completed form back to the institution, addressed to the FCI Unit Team. Once the form is received, a member of the FCI Unit Team will conduct background checks on the requested inmate visitors.** Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.

Disapproving Proposed Visitors: Inmates request visitors, whether for a special visit or to be added to their permanent visiting list, by submitting an Inmate Request To Staff (BP-A148) to their counselor. The Unit Team will notify the inmate by return of this form, whether or not their visitor(s) has been approved to visit. If **not** authorized, the reason will not be available to be given for the disapproval.

Prior Relationship: Inmates requesting approval for any exception to the prior relationship requirement must submit an Inmate Request To Staff (BP-A148) to the Warden **through** their Unit Teams and include the justification for the exception on the form.

Preparation of Visiting List: A temporary visiting list, normally containing only immediate family members, may be turned in to the unit counselor during unit orientation. This list will remain in effect until the official visiting list is established. An inmate will submit an **Approved Visiting List form** to his/her Counselor when requesting a person be added to or deleted from his/her visiting list.

The Unit Team is responsible for adding, editing and deleting visitors on the visiting room computer data system. The Unit Team will also provide the visiting room officers any type of written documentation related to the entry. Inmates are responsible for mailing the Visitor Information and Authorization form (BP-629) to their prospective visitor.

The Visiting Room Officer should contact the Unit Team staff for further instructions regarding visitors not on the approved list.

Violations of Regulations and/or Introduction of Contraband:

The privilege of future visits may be denied to anyone who attempts to circumvent regulations. The introduction of contraband into a federal penal institution is a Violation of Section 1791 and 3571, Title 18, U.S. Code, Attorney General's Regulations dated October 24, 1984.

Any visitor found attempting to introduce any contraband or engage in other activity which is a violation of the law and poses an immediate threat to institution security shall be detained pending notification and arrival of the local FBI. In such a situation, the Warden, Acting Warden, Captain or the Administrative Duty Officer will be contacted immediately. The visitor will be escorted by SIS staff or the Operations Lieutenant to the Warden's conference room, and a full report will be prepared.

When a visit is to be terminated because of a violation of regulations, the Operations Lieutenant and Duty Officer will make the final decision. The officer witnessing the violation shall prepare an incident report. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Unit Team.

Visits For Inmates Not In General Population:

Hospital Patients: Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval of the Warden. All approved community hospital visits will be subject to the visiting policy of that particular hospital and procedures outlined in the Hospital/Escort Officer's post orders. Under no circumstances will a family member of the inmate be allowed to stay an extended period of time beyond the normal visiting hours without the Warden's approval. At no time will the visitor answer or use the phone in the inmate's room.

Special Housing Status (SHU): Inmates in Administrative Detention and Disciplinary Segregation will normally be allowed the same visiting privileges as inmates in the general population in regards to frequency unless restricted by the Warden or Disciplinary Hearing Officer. Inmates housed in both Administrative and Disciplinary Segregation status will be limited to one hour when other SHU inmate visitors are waiting. FCI SHU inmate visiting day is on MONDAY only, all other visits for inmates in SHU must be approved by the Captain. SHU inmates will only be allowed Two Hours to visit. Additional visiting hours for SHU inmates must be prior approved in writing by the Captain. All SHU inmates who enter the Visiting Room will be pat-searched, restraints removed, and scanned with a metal detector prior to entering the Visiting Room. SHU inmates will be completely dressed in an orange jumpsuit, t-shirt, bra, underwear, socks, and shoes. Visiting for SHU inmates will end promptly at 2:00 p.m. unless special provisions have been arranged by Unit Team and approved by the Captain. When inmates housed in SHU have a visit, they will be escorted to the visiting room. The Visiting Room officers must be able to have direct visual supervision of these inmates at all times. While in the Visiting Room, inmates housed in SHU will not be allowed to leave their seats, except to be escorted to the restroom. At the conclusion of the visit, SHU inmates will be visually searched, scanned with a metal detector, restrained, and escorted back to SHU. During the escort to and from the visiting room, restraints (handcuffs and Martin chain) will be utilized. Restraints will not be worn by the inmate during the visit. The Warden has the authority to deny visiting privileges in the visiting room to an inmate housed in SHU. This denial must be based upon security concerns and documented in the inmate's SHU file. Inmates in Administrative Detention or Disciplinary Segregation may be denied a visit or the visit may be restricted to one hour under close supervision if a situation exists which could jeopardize the security of the institution or create undue management problems for staff, i.e., abuse on the part of the inmate and/or visitor, flagrant abuse of visiting or correspondence privileges, etc.

Prisoner Visitation and Support (PVS): Inmates on visiting restrictions will be allowed to visit with PVS visitors since they are not family or friends.

Holdovers and Pre-Trial: All inmate holdovers should make requests for visitors to the holdover counselor and will normally be limited to immediate family. A temporary visiting list, normally containing only immediate family members, will be provided to the Visiting Room Officer by the inmate's assigned counselor.

Inmate Dress: All inmates must wear the official uniform (khaki top and bottom) in a clean and neat condition and be properly groomed. Institution-issued shoes or boots and/or Wolverine work boots purchased from the commissary are the only shoes permitted in the Visiting Room. Inmates with medical permits are authorized to wear soft shoes but must present the medical permit to the Visiting Room staff prior to be processed into the visiting room.

Persons Under 16 Years of Age: Persons under 16 years of age must have an approved adult visitor with them before they will be allowed into the Visiting Room. Inmates and the approved adult visitor are responsible for keeping these children under control while in the Visiting Room.

Persons 16 and 17 Years of Age: Persons 16 and 17 years of age and not immediate family members will have to provide written permission from a parent or legal guardian prior to being approved for visiting. The written approval will need to be submitted prior to the visit and will require verification by Unit Team staff.

Vending Machine Use: Vending machines are located in the outside visiting area for use by visitors only. It is permissible for the visitor to give the inmate an item from the vending machine. Inmates may proceed to the vending machines with visitors but must stop at the painted red lines which indicate "Out of Bounds." Inmates can view available selections from this point but may be subject to an incident report and termination of the visit if observed past the red line. Inmates will not handle money while in the Visiting Room. Inmates cannot use the microwaves to heat items purchased from the machines. Food items can only be heated by the visitor. Inmates must remain seated while visitors heat up the food items. Neither staff, visitors, nor inmates are permitted to shake or tip vending machines. Inmate visitors must clearly understand that use of the vending machines will be at the inmate visitor's own risk. The machines are NOT the property of the Federal Bureau of Prisons; therefore, the institution WILL NOT be responsible for any type of monetary reimbursement. Inmates will not be allowed to remove food items, coins, or currency from the Visiting Room. The same rules apply for inmates at the FDC. All inmates must remain seated while visitors proceed to the vending machines.

Items Authorized/Unauthorized to Enter the Visiting Room: The inmate will not take anything to the Visiting Room except necessary items identifiable as follows: wedding band, religious medal with chain (which has been approved by the Chaplain), eyeglasses (prescription only), and inmate account card. All items will be documented on the Visiting Room inmate property log prior to the inmate entering the Visiting Room. Only items brought into the Visiting Room will be allowed back from the Visiting Room. Medication, such as nitroglycerin tablets, may be permitted when authorized by the Health Services Administrator and the Captain. When authorized, a notation to this effect should be made on the inmate's visiting card. Authorized medication will be placed in a container at the officer's station in the Visiting Room.

The medication will be given out as prescribed or as needed. Any medication carried into the Visiting Room will be logged in the Visiting Room inmate property log. This form will be retained in the Visiting Room files.

Papers and gifts are not to be exchanged. Inmates desiring to take legal documents into the Visiting Room for an attorney-inmate visit must obtain pre-approval from their Unit Team. Unit Team will conduct a cursory review to ensure the documents are legal in nature and will provide the Visiting Room Officer with a memorandum verifying the documents as legal. Inmates will be permitted to leave these documents with their attorneys at the conclusion of the visit. Legal papers should be mailed to the institution in every other case.

Money will not be accepted for deposit to the inmate's account through the Visiting Room.

Packages are not permitted. Penalties for introduction of contraband are explained on the Notification to Visitors form.

Handshaking, embracing and kissing by immediate members of the family may be permitted within the bounds of good taste at the beginning and end of the visits. At no time will inappropriate and unbecoming displays of affection through excessive personal contact be permitted.

Inmate are responsible for informing prospective visitors prior to receiving a visit that their dress code should be within the bounds of good taste and should not offend others who may be present in the Visiting Room. Visitors must dress appropriately and avoid clothing styles which are suggestive and excessively provocative. Inmate visitors who wear this type of attire will be denied the privilege to visit. The wearing of shorts and/or halter tops by adult visitors is strictly prohibited. The following types of clothing are also inappropriate for the correctional environment and are not permitted in the visiting room:

- Garments which reveal portions of the upper torso, to include low-cut shirts/blouses exposing cleavage, back or stomach area (i.e. halter, midribs, deep v-neck, backless, and sleeveless shirts/blouses/dresses.
- Spandex, form-fitting clothing or low-cut/hip hugger pants. Any pants, which go above the middle of the calf.
- Miniskirts. Visitors will not be allowed into the institution in skirts or dresses higher than three inches above the knee in length.
- Khaki-colored clothing or variations of khaki which resemble inmate clothing. No orange colored, clothing with same tone or shade as inmates who are quartered in the Special Housing Unit.
- Fatigues or camouflaged-patterned garments.
- See-through garments, to include pants and plain white t-shirts (able to see skin tones or undergarments.)
- Hats (i.e. cowboy, ballcaps, (of any kind), ear-muffs, doo-rags, and scarfs. Religious headgear will be allowed once staff are reasonably sure no contraband exists. If in doubt, contact Religious Services or the Operations Lieutenant.
- Non-prescription sun glasses/shades.
- No flip-flops, slippers, thongs, or house shoes will be permitted. No bare feet will be permitted (excluding babies/toddlers).
- Absolutely NO sagging of pants or any other type clothing by male nor female inmate visitors.
- Children under the age of ten may wear shorts.

All visitors must clear the walk-through metal detector. Visitors will not be allowed to go to the restroom and remove clothing with metal. Once the visitor clears the metal detector, he or she will be allowed to enter the Visiting Room. The hand-held metal detector can be used to search the area of the body where metal may be detected. Once the item has been detected, the visitor must remove or discard the item. The visitor must still clear the walk-through metal detector. All items in the visitor's possession must go through the

x-ray machine. Additionally, inmate visitors with special needs (heart pace makers, metal pins, partial limbs, etc.) are required to bring official, medical documentation, signed by a board-certified physician, indicating patient's condition. In addition, the card or medical permit should indicate procedures for clearing the metal detection screening process. Visitors are pat searched on a previously established random basis by an officer of the same sex.

Newspapers, magazines, games, toys, strollers, infant seats, and food/drink items will not be brought into the Visiting Room by inmate's social visitors, nor will: radios; tape/CD players; MP3 players; iPods; tape recorders; video or digital recording cameras; cellular phones; any type of personal computer [i.e. personal organizers, palm pilots, BlackBerry devices, personal digital assistants (PDA); paging devices or storage devices be allowed. These restrictions regarding personal pagers do not apply to law enforcement personnel.

Visitors will not be permitted to wait in the parking lot and must leave the property once the visit has been completed. This directive will be strictly enforced and visitors will be instructed to depart the institution grounds by the armed Perimeter Patrol Officers. Visitors will not be allowed to communicate with inmates, i.e. shouting from the parking lot to inmates who are inside the facility, as they proceed to their vehicles.

Inmates are responsible for the conduct of their visitors. Inmates and visitors are expected to control their children and keep them from distracting or interfering with visits of others. Only one inmate and family members will be allowed at one table. Multiple inmates/families will not be allowed at single tables.

Animals will not be allowed onto institution grounds by inmate visitors, except for dogs trained to assist persons with disabilities. In this circumstance, the visitor must provide staff with written certification the dog has been trained for that specific disability.

Inmates may allow children who are infants to 10 years of age to sit in their laps. Children over the age of 10 must sit beside the inmate.

Inmate photo taking will only be allowed on the inside of the Visiting Room, in a designated photo taking area, near the Visiting Room Officer's station. All photos will be closely reviewed by staff prior to issuance to inmates. Photos taken in the outside visiting area are strictly prohibited. Photographs taken in the outside visiting area will be confiscated, and the inmate photographers will be subjected to disciplinary action.

Special Visits: Special visits are approved by the Unit Manager upon documentation of the need for the visit by the inmate. A copy of the memorandum approving the visit will be provided to the lobby officer.

Business Visitors: Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Pretrial inmates may be permitted special visitors for the purpose of protecting the pretrial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. Accordingly, the Warden may permit a special business visit in these cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

Consular Visitors: Whenever it has been determined an inmate is a citizen of a foreign country, the consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Staff shall notify the **Case Management Coordinator** when a consular visit request has been received.

Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate family in contemplation of prospective legal representation shall be permitted. Attorney visits will ordinarily take place during regular visiting hours. However, depending upon the nature and urgency of the legal problems involved, attorneys may be allowed to visit after duty hours when deemed appropriate by the Unit Manager/Designee. The length of these visits must be kept to a minimum time requirement due to staff-to-inmate ratio for security purposes.

The Unit Team will be responsible for scheduling all attorney visits to include those on non-visiting days. Attorneys will request their visits in advance in writing; however, a phone call, e-mail message or fax message can be accepted. If a phone call is utilized, a Unit Team member will prepare a memorandum stating the time, date, inmate's register number, attorney's name, law firm, and any other pertinent information for the Unit Manager's review and approval. Visits can be approved and scheduled during non-visiting days according to the availability of Unit Team. The attorney shall routinely make an advance appointment for the visit with the Unit Team. Every effort should be made to accommodate an attorney's visits where prior notification was not practical.

Written approval must be granted by the Warden prior to use of tape recordings by attorneys during the course of his/her visit. Any immediate grievance or concerns an attorney may have concerning his/her client during the visit shall immediately be referred to the Captain, Operations Lieutenant, or the Duty Officer.

The use of assistants by attorneys (paralegal) is recognized, and they will have the same status as the attorney with respect to visiting and correspondence. An attorney who employs

an assistant and who wishes the assistant to visit or correspond with an inmate shall meet the same requirements for visiting as the attorney.

Visits From Representatives of Community Groups:

The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, volunteers or other persons whose interests and qualifications for this kind of service are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section. Distinguished representatives from community groups, past or present participants in the volunteer and citizen involvement program ordinarily may not be added to an inmate's visiting list without the Regional Director's approval. Such approval is ordinarily not granted.

Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors: Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement, does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:

Minister of Record: An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, Unit Team will add the name and title of the minister of record, to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of a minister will not count against the total number of authorized visitors an inmate is permitted to have on his/her visiting list and will not count towards the total number of social visits authorized.

Clergy: Visits from clergy other than the minister of record will be in accordance with the general visiting procedures and will count toward the total number of social visits authorized. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. The Chaplain will forward a visiting request, initiated by a clergy member, to the Warden, if the inmate wishes to visit with them.

Clergy/Minister of Record visits will be accommodated in the visiting room during regular visiting hours and to the extent practicable in the visiting room which provides some degree of separation from other visitors. If a private area is not available, the visit may be rescheduled. The Warden may establish a limit to the number of Minister of Record and Clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized to visit with his/her minister of record.

Items Permitted into the Visiting Room by Inmate Visitors:

The only authorized items allowed in the visiting room are listed below. These items may be carried in one clear plastic container/bag no larger than 12 by 24 inches:

- Handkerchief (1)
- Sippy-Cup (1/empty)
- Feminine Hygiene Products (sealed)Diapers (4)
- Comb or Hairbrush (1)
- DiaperBag/clear (1)
- Baby Lotion or Ointment (1)
- Milk/Formula Bottles (2/plastic only)
- Baby Food Jars (sealed)(3)
- Baby Blanket (1)
- No more than \$20.00 per person in increments of \$1, \$5, \$10 bills, coins such as \$1, quarters, dimes and nickels.
- No form of drinks or drink containers are allowed in the Visiting Rooms at the FCI or FDC.

If the inmate visitor should bring items other than those authorized in the above list, they will be instructed to return all unauthorized items to their own vehicles. If the visitor should refuse to return unauthorized items to their vehicle the visit will not be permitted.

Child Area: The FCI has a specific child area inside the visiting room which is available for the inmates and their children visitors.

Video Monitoring: The Visiting Room is equipped with a camera system. All visits are monitored, and any suspicious actions or behavior will be investigated.

CLOTHING ISSUE/BUSINESS OFFICE

CLOTHING EXCHANGE & LAUNDRY

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry Room. The schedules for exchange are posted on unit bulletin boards. Inmates may wash their personal items in laundry equipment in their housing units and/or located between A and D Units by purchasing a wash card from commissary once a week. Washing of linen (blanket, sheets, pillow case) are strictly prohibited in the unit washing machines.)

CLOTHING ISSUE DEPARTMENT

The clothing issue department is charged with the responsibility of issuing and maintaining the inmate populations clothing and cosmetic needs. During your incarceration at FCI Tallahassee if you follow the guidelines you are about to read you will alleviate most problems and allow us to better care for your needs. The laundry department will clean any clothing items placed in a laundry bag and sent down to laundry for cleaning. This laundry bag should contain your laundry number for reference and accountability.

1. Upon arrival, in the receiving and discharge department you should have received the following cosmetic items.

- 1ea. Deodorant.
- 1ea. Toothbrush.
- 1ea. Tube of toothpaste.
- 1ea. Bar of soap.
- 1ea. Bottle of shampoo.
- 1ea. Disposable razor.
- 1ea. Comb.

Upon arrival you should have received the following clothing items.

- 1ea. Slacks.
- 1ea. Blouse.
- 1ea. Bra.
- 1ea. Panty.
- 1pr. Socks.
- 1ea. Laundry bag.

Upon arrival you should have received the following bed linens.

- 1ea. Blanket
- 2ea. Sheets.
- 1ea. Pillowcase.
- 1ea. Towel.
- 1ea. Washcloth.

2. The following day you will report to the clothing issue department where you will then receive the remainder of your clothing issue. You will be required to bring with you all clothing items. The following clothing items will be issued to you at this time. These items will be stamped with your name and register number. You are not allowed to alter, change or remove this tag for any reason. If the tags fall off or fade and you are in fear of losing clothing you must request this be done by the Clothing Issue Department.

- 4ea. Slacks.
- 4ea. Blouses.
- 6ea. Panties.
- 4ea. Bras.
- 4pr. Socks.
- 3ea. T-shirts.
- 1pr. Safety shoes.
- 1ea. Raincoat.
- 1ea. Laundry bag.
- 1ea. Commissary bag.
- 1ea. Nightshirt.
- 1ea. Jacket. (seasonal)
- 2nd. Blanket

You are not to have in your possession amounts of clothing which exceed the amounts listed above.

3. Laundering procedures are as follows. When items need laundered you will place all undergarments including bras, panties, socks, nightshirt, towels and washcloths in your laundry bag. You must secure the top of your laundry bag by tying the top and you will then place it in the bin marked laundry bags located in the clothing issue department. Your laundry bag will be marked with your laundry bin number; this number must be on the outside when you place it in the bin to be laundered. Khaki pants khaki blouses and t-shirts will be placed inside a separate laundry bag. You will be allowed to drop off clothes between 6:30 AM to 7:30 AM Monday through Friday. The clothing will then be picked up the following day. Blankets, sheets, and pillowcases can be exchanged Monday, Tuesday, Wednesday and Friday between 6:30 AM to 7:30 AM.

4. The following is the procedure in which you are to receive additional cosmetic items: Cosmetics (soap & Razor) will be issued every Monday Tuesday, Wednesday and Friday by reporting to the Laundry and requesting said items. The 1st Tuesday of every month toothpaste and tooth brush will be issued. If you should miss the Monday issue day you will be required to submit a cop-out to receive said items. These items will be tracked, if this proves to form a pattern you will then be refused and you will have to wait until the following Monday.

The following items will be issued.

- 1ea. Bar of soap.
- 1ea. Toothbrush.
- 1ea. Toothpaste.
- 1ea. Razors.

5. Kitchen Uniforms. The morning your name appears on the change sheet you will report to the laundry and request kitchen uniforms. You will be issued 4 Kitchen blouses and 3 kitchen slacks. Ladies assigned to the pm shift will take care of laundry needs between 6:30 AM to 7:30 AM Monday through Friday. Ladies assigned to the food service am shift, will be allowed to take care of laundry needs between 11:45 am to 12:15 PM Monday through Friday.

6. Lost or stolen articles: If you lose or have institution issued clothes stolen from you, you will be required to submit a cop-out to have items replaced. These cop-outs will be tracked if this appears to be a reoccurring problem, you will be dealt with appropriately. YOUR ISSUED CLOTHING IS YOUR RESPONSIBILITY.

7. Repairs: Repairs will be made by the clothing issue department after being requested via cop-out. Clean items will be given to laundry clerks to be repaired. Repairs will only be made to institution issued clothing only, you are not allowed to drop off personal clothing at anytime, if you do it will be confiscated and you will face disciplinary recourse.

8. Exchanges: Exchanges will be made by the following schedule, this must be requested via cop-out, it is not up to the clothing issue department to contact you.

- Slacks and blouses every 18-24 months
- Bras 2 every 12 months
- Ponchos 12 months
- Panties 6 every 3 months
- T-Shirts 6 months
- Washcloths 2 every 12 months
- Gowns 18 months
- Towels 2 every 12 months
- Laundry bags 18 months
- Socks 4pr. every 6 months
- Shoes as needed

These exchanges will be made upon availability due to normal wear and tear and use. This is a privilege which can be denied for reasons such as the supervisor determines clothing is not worn to an extent that it needs to be exchanged, clothing in your possession does not have your bin number, clothing has been misused or clothing has been altered.

9. Releases from the special housing unit: If you are placed in the special housing unit, upon being released you will receive slightly used clothing.

10. Recap: It is your individual responsibility to follow the guidelines set-forth by the clothing issue department or you will be dealt with appropriately. The laundry does not clean or repair personal clothing, this will not be tolerated. Upon your request for anything from the clothing issue department by cop-out it is pertinent that you include the following information. Name, Register number, your assigned laundry bin number, unit, bunk number and a brief description. If you fail to include any information required your request will be denied, and returned to you unanswered.

You are prohibited from altering or marking any item whether purchased or issued; therefore, to protect yourself it is best to inspect all items to insure we have not missed anything. If you are found to have altered items in your possession, the items will be confiscated, and you will be charged with destruction to government property and, can be required to pay for destroyed items.

COMMISSARY

Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated institutional earnings and moneys sent from outside are given to the inmate upon release, or may be mailed home. A point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity is utilized.

Borrowing commissary items from other inmates is not allowed. Special purchase items such as watches and radios require a Form 40 be completed by the unit counselor and routed through the Unit Manager.

SPENDING LIMITATIONS

Inmates are permitted to spend \$290.00 for regular purchases with the exception of stamps. Once a month, each inmate's account is "validated", that is, the spending period begins with validation.

Validation:

Using the last number of the first five digits of your register number will be utilized as the validation for the month.

#0 1 st day of month	
#1 4 th	**
#2 7 th	**
#3 10 th	**
#4 13 th	**
#5 16 th	**
#6 19 th	**
#7 22 nd	**
#8 25 th	**
#9 28 th	**

DEPOSITS TO ACCOUNTS

Posting of Money: Inmate funds are no longer sent and/or accepted at the institution. Inmate funds are to be mailed to the centralized inmate collection program (Lock Box) at the following address:

Federal Bureau Of Prisons
Inmate Register Number
Inmate Committed Name
Post office Box 474701
Des Moines, Iowa 50947-0001

Inmate families and friends may now send inmate funds through Western Unions Quick Collect Program. There are (3) ways you can use Western Union Quick Collect.

Western Union Quick Collect

A) At an agent location with cash with use of Blue quick collect send form.

B) By Phone using a credit card/debit card. Simply call 1-800-634-3422

C) Online using credit/debit cards. www.westernunion.com

The following information must be provided for all Western Union Transactions:

Inmate Register Number
Inmate Committed Name/No Alias
City Code **FBOP**
State Code: **DC**

******Western Union will charge a public fee of \$9.95 for each US cash transfers up to \$5000.00*****.**

Approved negotiable instruments are as follows:

Money Orders
Government Checks
Foreign negotiable instruments
(U.S. Currency)

Cash (not recommended)

All negotiable instruments must have the inmates register number and committed name on the negotiable instruments.

Personal checks are no longer accepted.

Family members visiting inmates may not leave and/or arrange for money to be left in the front lobby. All funds need to be sent to lock Box address.

COMMISSARY SHOPPING DAYS

The following schedule applies for shopping days. (The numbers work according to the last two digits of the first five digits of an inmate's registration number.)

00-24 - Monday Shoppers
25-49 - Tuesday Shoppers
50-74 - Wednesday Shoppers
75-99 - Thursday Shoppers

COMMISSARY FUND WITHDRAWALS

A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers can approve withdrawals of up to \$250.00 from the trust fund account. Any amount over \$250.00 must be approved by the Associate Warden (Programs). The Unit Manager can also approve withdrawals for the payment of fines, restitution, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Withdrawals for education and leisure time items are approved by the Supervisor of Education

RADIOS AND WATCHES

An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Only walkman-type radios are permitted, and headphones are required at all times. While an inmate is in holdover status she may purchase, own or possess a radio. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers and Commissary items.

EDUCATION/PSYCHOLOGY/RECREATION PROGRAMS AND SERVICES

EDUCATION PROGRAMS

Education services provided by FCI Tallahassee include Literacy, English as a Second Language, Adult Continuing Education, Parenting, Occupational Training. Advanced Occupational Training, (College Programs) and Recreation and Leisure Time activities.

An inmate confined in a Federal institution who does not have a certified General Educational Development (GED) or a high school diploma is required to attend an Adult Literacy program for a minimum of 240 hours or until a GED is achieved, whichever occurs first. All inmates without a GED or verified high school diploma are assigned to Pre-GED or GED programs based on results from the Adult Basic Learning Examination (ABLE). Inmate who drops out of literacy classes are subject to losing GCT(good conduct time).

OCCUPATIONAL TRAINING

Occupational training schedules marketable skill Training and Apprenticeship Training level courses. Marketable Skill courses provide entry level employment skills for a specific occupational title. Apprenticeship Training entails achievement of the Joint Apprenticeship Committee's requirements for a Journeyman's certificate for a U. S. Department of Labor, Bureau of Apprenticeship and Training Registered Program. Inmates learn a skilled trade under the supervision of an experienced worker.

Occupational Training Programs available:
Business Education, Building Trades, Cosmetology, Electronics, Horticulture, and Masonry.

Apprenticeship Programs are available in the following areas:

Baker
Dental Technician
Plumber
Bricklayer
Electrician
Quality Assurance
Butcher
Metal Fabrication
Woodworking
Machinist
Cook
Painter

PARENTING PROGRAM

A Parenting Program is available to all inmates. The program is designed to support positive relationships between inmates, their spouses, and their children during the incarceration period. The program provides education on improving family interaction during incarceration, promote a constructive family value system and offer opportunities to counteract negative behavior which may result when a parent is incarcerated.

RECREATION, LEISURE, AND SOCIAL PROGRAMS

Leisure activities and recreation programs are also supervised by the Education Department. These programs help develop an individual wellness concept for participants. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relationships, and stress reduction. In addition, inmates can learn to use their free time constructively.

COUNSELING ACTIVITIES

There are many alternatives for inmates with personal problems who desire to correct them. These options include participation in the Drug Abuse Program, Alcoholic Anonymous, Self-Image groups and other voluntary groups. In addition, professional staff are available as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. The staff of each unit are available for informal counseling sessions as well as formal group counseling activities.

PSYCHOLOGY AND PSYCHIATRY PROGRAMS

Each unit has a psychologist assigned or available to it, to provide counseling and other mental health services to unit inmates. A contract psychiatrist, who is a medical doctor is also available by appointment for individual problem-solving.

SMOKING CESSATION

At FCI Tallahassee we encourage you to be tobacco free. However, we recognize that some inmates arriving at this facility who are accustomed to smoking or using chewing tobacco may experience difficulty with the abrupt discontinuation of these products. The Psychology department offers a smoking cessation program which emphasize healthy living, exercise and stress management. For more information, please submit a cop-out to psychology.

MUSICAL INSTRUMENTS

Limited musical instruments are available in the recreation area. These instruments will remain in the recreation area.

MARRIAGES

If an inmate wishes to be married while incarcerated, the Warden may authorize them to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent. The Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

SELF-IMPROVEMENT PROGRAMS

EDUCATION

The Education Department is responsible for educational testing, academic training, social education, pre-release programs, vocational training, hobbycrafts, recreational activities, the library, and the Law Library.

TESTING

Each inmate will be required to take a standardized achievement test; a score of 8.0 that is not more than 2 years old will be accepted if the inmate is transferred from another institution.

PRE-RELEASE PROGRAMMING

The pre-release program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, U.S. Parole Commission members, and other agencies and employers are available.

HOBBY-CRAFT

Hobbycraft programs include activities such as: painting, leather, art, and ceramics. Completed projects that are authorized by the Recreation Department may be mailed home with an approved visiting list. Inmates are not allowed to have completed projects in their living quarters.

PSYCHOLOGY SERVICES

All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation Program. Screening may include an individual interview. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an Inmate Request to Staff Member (Cop-Out) to Psychology Services. Mental Health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems.

RELIGIOUS PROGRAMS

A wide range of religious programs are available to inmates. Staff chaplains of specific faiths are available, as well as contract and volunteer representatives of other faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the chaplain's office.

HEALTH SERVICES

Inmate Entrance to Health Services:

1st floor of Administration Building (next to commissary)

Patient Care Provider Teams:

Each inmate is assigned to a Primary Care Provider (Mid-Level Practitioner / PA) and a Physician. You are assigned according to your register number.

PA's
00-33 Mr. Pickens
34-66 Ms. Blanco

67-99 Mr. Mejia

Doctors:
00-49 Dr Ortiz
50-99 Dr. Carbonell

Example: 12345-678 - assigned to Ms. Blanco and Dr. Ortiz

Your Primary Care Provider is responsible for your day to day care and follow-up between chronic care clinics, as needed. Your Physician is responsible for providing care for your chronic medical conditions and will see you every 3 - 6 months, depending on your condition. If you have questions concerning lab results, x-ray results, general questions, etc, you should direct the request via cop-out to your Primary Care Provider (MLP or PA).

Sick Call Procedures:

You must have your ID with you for each visit to Health Services (sick call, call outs, pill line, etc). Positive identification must be made prior to care being rendered. Sick call is held on Monday Tuesday, Thursday and Friday, excluding Holidays, from 6:30 am to 7:00 am. When you report to sick call, your condition will be triaged, or assessed, to determine the nature of your complaint. You will be given an appointment based on the nature of your complaint. More urgent or serious conditions will be scheduled prior to the less serious conditions. You will be placed on call out for scheduled appointments.

Any inmate who signs up for sick call will be assessed a \$2.00 co-pay for any medical services that are rendered and inmate has requested. The co-pay is not assessed for inmates who are on chronic care visit.

Emergency medical services:

Emergency service are available at all times. A physician is on call each night for any emergencies that occur during times that medical staff are not physically present.

Injuries

All injuries, no matter how minor, must be reported to either your detail supervisor, unit officer, recreation staff, etc. (depending on where you are at the time of the injury) and must be evaluated and documented by medical staff at the time of the injury. **If inmate receives a injury during a work assignment or a job detail a \$2.00 co-pay will not be assessed**

Clinics and Specialists:

Chronic Care Clinics are scheduled by your assigned physician. You will be on call out for these visits. Evaluations by specialists are scheduled after referral from the physician and a review by the Utilization Review Committee. Only medically necessary procedures will be performed while you are here. Physical Exams:

All inmates will have an initial physical examination within your first two weeks at the institution. If you transferred from another federal facility and already had a physical, it will not be repeated.

Inmates under the age of 50 can request a physical exam every two years while you are here.

Inmates over the age of 50 can request a physical exam every year while you are here.

Any inmate can request a physical prior to your release if you have not had one within the past year. Please make the request 2-3 months prior to your release so that it can be scheduled.

Any requests for physical exams must be made to your provider on a cop-out.

Female Health Care:

All inmates will be offered a pap smear and clinical breast exam every year. You are encouraged to have these exams done, but are not required. At the age of 40 years and beyond, you will be offered a mammogram on an annual basis. If you have any problems in the times before these exams are scheduled, please notify your primary care provider.

Infectious Diseases:

Tuberculosis screening (TB skin test, PPD) is mandatory for all inmates upon arrival and each year thereafter. If you have previously tested positive, you will receive a chest x-ray on a yearly basis. As these exams are mandatory, any refusal on your part will result in an incident report being written.

HIV testing is required for release and for any participation in community activities, i.e. furlough, halfway house, etc. Failure to have this test completed, will result in denial of a furlough or halfway house. You are not tested upon arrival at the facility, but if you

have engaged in any risky behavior, i.e. multiple sex partners, IV drug use, homosexual activity, etc., you are encouraged to request this exam.

Medical Records:

If you desire to have a copy of any information from your medical record, you must submit a written request via cop-out to the medical records office. We ask that when you request your records that you ask for specific information so that your request may be processed in a timely manner. If you want your records to take with you upon release, please make the request 4-6 weeks prior to release and advise medical records staff of your release date.

If your attorney or other outside parties request a copy of your medical record, they must submit a request through the Central Office. Medical records staff can advise you of the address for this request.

Pharmacy/Medication Line:

Hours for the controlled medication pill line and prescription pick up are posted outside of the pharmacy.

Dental Services:

Hours of operation are 7:30 am to 4:00 pm Monday Thru Friday. The dentist is available at the FDC for only emergency cases. Dental sick call is for emergency or urgent care such as severe pain or infection and is held along with medical sick call on Monday Tuesday, Thursday and Friday from 6:30 - 7:00 a.m. All requests for routine dental care must be made in writing via cop-out to the dental clinic. You will be placed on a treatment list and scheduled when your name comes up on the list.

Eyeglasses and Contact Lenses

According to BOP policy, contact lenses are not a authorized unless they are determined to be medically necessary by the Clinical Director and/or consultant optometrist/ophthalmologist. If you arrive with contact lenses and do not have glasses with you, you are requested to have them sent from home if possible. Send a cop-out to the Health Services Administrator with the name and address of who will send the glasses in and a package authorization will be prepared for you. If you do not have glasses at home or a means of obtaining them, you will be scheduled for the consultant optometrist for an evaluation and prescription for eyeglasses. At that time, glasses will be ordered for you, or you can send the prescription home to get glasses sent in. We will provide you with supplies necessary to maintain your contact lenses while you are awaiting eyeglasses.

Anyone else needing eyeglasses can also request them from home if you have them available. If not, submit a request via cop-out to the eye doctor to be placed on the waiting list for an exam. You will be scheduled when your name comes up on the list.

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

HEALTH CARE RIGHTS & RESPONSIBILITIES

- Right** - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal SICK-CALL sign up at this facility is held on Monday, Tuesday, Thursday, and Friday between 6:30 A.M. and 7:00 A.M. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

- Right** - You have the right to be offered the chance to obtain a LIVING WILL (at your own expense), or to provide the Bureau of Prisons with ADVANCE DIRECTIVES that would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

- Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibilities - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

- Right** - You have the right to know the name and professional status of your health care providers.

Responsibilities - You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

- Right** - You have the right to be treated with respect, consideration, and dignity.
Responsibility - You have the responsibility to treat staff in the same manner.
- Right** - You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
Responsibility - You have the responsibility to keep this information confidential.
- Right** - You have the right to be examined in privacy.
Responsibility - You have the responsibility to comply with security procedures.
- Right** - You have the right to obtain copies of certain releasable portions of your health record.
Responsibilities - You have the responsibility of being familiar with the current policy to obtain these records.
- Right** - You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the members of your Unit Team, and the Warden.
Responsibility - You have the responsibility to address your concerns in the accepted format, such as the INMATE REQUEST TO STAFF MEMBER form, open house, or the accepted INMATE GRIEVANCE PROCEDURES.
- Right** - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.
- Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)
Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.
- Right** - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
Responsibility - You have the responsibility to maintain your oral hygiene and health.
- Right** - You have the right to a safe, clean and healthy environment, including smoke-free living areas.
Responsibility - You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
- Right** - You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
Responsibility - You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "Special mail - open only in the presence of the inmate". It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. Attorney visits will be subject to visual monitoring, but not audio monitoring.

LEGAL MATERIAL

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

ATTORNEY PHONE CALLS

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring.

LAW LIBRARY

The law library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection.

NOTARY PUBLIC

Under the provisions of 18 USC 4004, Unit Secretaries may notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

COPIES OF LEGAL MATERIALS

Inmates may copy materials necessary for their research or legal matters. A copy card is available in the Education Department or Law Library for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication.

FEDERAL TORT CLAIMS

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Safety Manager.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

INMATE ACCESS TO CENTRAL FILES

An inmate may request review of disclosable portions of his central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing. Unit staff will permit the review of the central file. (Note: Inmates are no longer authorized to retain their Pre-Sentencing Reports (PSR's) or Pre-Sentencing Investigations report (PSI's). Failure to comply will result in disciplinary action taken.)

INMATE ACCESS TO OTHER DOCUMENTS

An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

EXECUTIVE CLEMENCY

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned case manager for additional information regarding this program.

COMMUTATION OF SENTENCE

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned unit team. The rules governing these petitions are available in the Law Library. A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

DISCIPLINARY PROCEDURES/PROBLEM RESOLUTION

DISCIPLINE

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violation, the Disciplinary Hearing Officer. Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

INMATE DISCIPLINE INFORMATION

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the Greatest and High Severity category. Violation in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

INITIAL HEARING

Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

DISCIPLINARY HEARING OFFICER (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent them if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. The final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

SPECIAL HOUSING UNIT STATUS

There are two statuses of special housing. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent practical, an inmate in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will make frequent visits to the segregation unit. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

RELEASE

SENTENCE COMPUTATION

The Inmate Systems Management Office (Records Office) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

FINES AND COSTS

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

DETAINERS

Warrants (or certified copies of Warrants) based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

GOOD CONDUCT GOOD TIME

This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be fifty-four (54) days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES

GOOD TIME

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence -- that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however. Even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

STATUTORY GOOD TIME

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence

More than 1 year, less than 3 years - 6 days for each month of the stated sentence

At least 3 years, less than 5 years - 7 days for each month of the stated sentence

At least 5 years, less than 10 years - 8 days for each month of the stated sentence

10 years or more - 10 days for each month of the stated sentence

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. If the sentence is for five years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

EXTRA GOOD TIME

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in

addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to re-commence. A "disallowance" means that an inmate does not receive an extra good time award for only one calendar month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

COMMUNITY CORRECTIONS CENTER GOOD TIME

Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

CAMP GOOD TIME

An inmate assigned to a camp is automatically awarded extra good time, beginning on the date of commitment to the camp and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

LUMP SUM AWARDS

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than thirty (30) days. If the recommendation is for more than thirty days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

An act of heroism;

Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;

An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;

A suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or
, any other exceptional or outstanding service.

GOOD TIME PROCEDURES

Extra good time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days - Day for Day - of earning extra good time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first twelve months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence.

An inmate in an extra good time earning status may not waive or refuse extra good time credits.

Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

PAROLE

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Unit Counselor prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a Parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager or Unit Counselor.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate. Forms for appeal may be obtained from Unit Counselors or Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate should have an approved residence and an approved employer before being released on parole.

RELEASE PLANNING

If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

HALFWAY HOUSE TRANSFERS

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program.

The Bureau's Community Corrections Branch, within the Correctional Programs division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community Programs have three major emphases: residential community-based programs provided by community corrections centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

COMMUNITY-BASED RESIDENTIAL PROGRAMS

The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol

monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during CCC residence is 25 percent of the inmate's income.

Most Bureau of Prisons community-based residential programs are provided in Community Corrections Centers (CCC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. CCC's are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

Those serving short sentences of imprisonment and terms of community confinement.

Each CCC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the CCC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections Component in a CCC, serving to facilitate the transition from the institution to the community.

CONCLUSION

Hopefully this information will assist you in your first days in Federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. For individuals who are not yet in custody, and who have been given this book to prepare for commitment, the Bureau's Community Corrections Manager, or the staff at the institution to which you have been designated, can help clarify your concerns.

INMATE RIGHTS AND RESPONSIBILITIES SUMMARY OF DISCIPLINARY SYSTEM

TABLE 1

Procedures	Disposition
1. Incident involving possible commission of prohibited act. the report may resolve informally or drop the charges	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges
2. Staff prepares Incident Report	Except for prohibited acts in the greatest severity category, the Lieutenant may resolve informally or drop the charges.
3. Appointment of investigator	who conducts investigation and forwards material to Unit Discipline Committee.
4. Initial hearing before Unit Discipline Committee	Unit Discipline Committee may Discipline Drop or resolve informally any high, Moderate, or Low Moderate Charge, impose allowable sanctions or refer to Institution Discipline Committee.
5. Hearing before Institution Discipline Committee	Institution Discipline Committee may impose allowable sanctions, or drop the charges.
6. Appeals through Administrative Remedies	The Warden, Regional Director, or strative Remedy Procedure. General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

- Staff becomes aware of inmate's involvement in incident.
Ordinarily maximum of 24 hours
- Staff gives inmate notice of charges by delivering incident report.
**Maximum ordinarily of 2 work days from the time staff became aware of the inmate's involvement in the incident.
(Excludes the day staff became aware of the inmate's involvement, weekends, and holidays.**
- Initial Hearing
Minimum of 24 hours (unless waived)
- Institution Discipline Committee hearing.

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while formal resolution is attempted. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The time requirements then being running again, at the same point at which they were suspended.

1.	You have the right to expect that as a human being you will be treated respectfully, impartially and fairly by all personnel.	You have the responsibility to treat others, both employees and inmates, in the same manner.
2.	You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	You have the responsibility to know and abide by them.
3.	You have the right to freedom of religious affiliation, and voluntary religious worship.	You have the responsibility to recognize and respect the rights of others in this regard.
4.	You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	You have the responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5.	You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6.	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7.	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	It is your responsibility to use the services of an attorney honestly and fairly.
8.	You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9.	You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10.	You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.	You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11.	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

G. Loss of privileges (Note - cannot be the only sanction)
H. Change housing (quarters)
I. Remove from program and
J. Loss of job
K. Impound inmate's personal
L. Confiscate contraband
M. Restrict to quarters]
N. Extra duty.]

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS	
100	Killing	112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	201 Fighting with another
101	Assaulting any person includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	Use of the telephone to further criminal activity. Interfering with a staff member in the performance of <u>the performance of</u> his duties is to be used only when another (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	202 (Note to be used)
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff Conduct which disrupts or interferes with the security of <u>running of</u> the institution or the Bureau of Prisons. (Conduct must be of the Greatest	
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	197 Use of the telephone to further criminal activity. 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.	
105	Rioting	A. Recommend parole date rescission or retardation.	
106	Encouraging others to riot	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).	
107	Taking hostage(s)		
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).	
109	(Not to be used)	C. Disciplinary Transfer (recommend).	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	D. Disciplinary segregation (up to 60 days).	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction excused).	

	218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	C.	Disciplinary Transfer
			D.	Disciplinary segregation
	298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another in charge of the high severity is not applicable.	E.	Make monetary restitution
			F.	Withhold statutory good time
			G.	Loss of privileges: canteen
	299	Conduct which disrupts or interferes with the security or orderly running of the institution or the	H.	Change housing (quarters)
		Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable	J.	Loss of job
	219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	K.	Impound inmate's personal property
			L.	Confiscate contraband
	220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	M.	Restrict to quarters
			N.	Extra duty.] to their assigned duties
		221		Being in an unauthorized area with a person of the opposite sex without staff permission
203	Threatening another with bodily harm or any other offense	222		Making, possessing, or using intoxicants
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	223		Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol
205	Engaging in sexual acts	224		Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
206	Making sexual proposals or threats to another	297		Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code). **As defined: To be used when inmates are found using the telephones for abuses other than criminal activity, and which circumvent monitoring procedures. Examples of infractions which meet the criteria for a code 297 incident report include, but are not limited to: possession and/or use of another inmate's PAC number; third party calling/third party billing/three way calls (note: inmates involved in unintentional call forwarding circumstances would not be included in this category); using credit card numbers to place telephone calls; talking in code; conference calling; several callers speaking on speaker phones; inmates allowing other inmates to use their PAC numbers; inmates adding other inmate's telephone numbers
207	Wearing a disguise or a mask			
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure			
209	Adulteration of any food or drink			
210	(Not to be used)			
211	Possessing any officer's or staff clothing			
212	Engaging in, or encouraging a group demonstration			
213	Encouraging others to refuse to work, or to participate in a work stoppage			
214	(Not to be used)			
215	Introduction of alcohol into BOP facility	A.		Recommend parole date rescission or retardation.
216	Giving or offering an official or staff member a bribe, or anything of value	B.		Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	B.1		Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use;e.g. the mail is used for planning, facilitating committing an armed assault on the institution's secure perimeter, would be charged as code 101, Assault)

- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *As defined: To be used when inmates are found using the telephones for abuses other than criminal activity which do not circumvent monitoring procedures. Examples of infractions which meet the criteria for a code 497 incident report include, but are not limited to: inmates exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area*
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Mode-rate Severity nature.) This charge is to be used only when another charge of low moderate severity if not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

406 Not To Be Used

407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)408 Conducting a business

409 Unauthorized physical contact (e.g., kissing, embracing)

410 Unauthorized use of mail (Restriction, or loss for a specific period of time , of these privileges may often